

**MINUTES
TOWN OF GROTON
CHARTER REVISION COMMISSION
March 24, 2008
TOWN HALL ANNEX – COMMUNITY ROOM 2**

1. Members Present: Shirley Dunbar-Rose, Nancy Moffat, Richard Moravsik, Raymond Munn, Ed Stebbins, and John Wirzbicki
Members Absent: Stan Dziurzynski, Robert Frink, Frank "Mick" O'Beirne,
Also Present: Town Clerk Barbara Tarbox and Office Assistant Lori Watrous

The meeting was called to order at 7:01 p.m.

2. A motion was made by Secretary Dunbar-Rose that in the absence of Chairman O'Beirne, Commissioner Munn be the chairman for this meeting. The motion was seconded by Commissioner Moffat and passed unanimously.
3. A motion was made by Commissioner Stebbins, seconded by Secretary Dunbar-Rose to approve the minutes of March 10, 2008. The minutes were unanimously approved.
4. COMMUNICATIONS
a. Chairman: No report.
b. Secretary: No report.
c. Members: No reports.
5. CITIZEN COMMENTS
None
6. OLD BUSINESS

Members continued discussion of the **ANNUAL BUDGET PROCESS** section as restructured by Chairman O'Beirne.

- a. Chapter VIII as restructured by Chairman O'Beirne and Chapter VIII as restructured by Commissioner Wirzbicki need to meld into one section, and due to the fact that Chairman O'Beirne was not present, the commission moved on to the **FINANCE** section as restructured by Commissioner Wirzbicki.

General note pertaining to the entire **CHARTER**:

- a. The Town Clerk has already changed instances of "Board of Education" to "BOE"; and "representative town meeting" and "town meeting" to "RTM" throughout the Charter.

Members continued discussion of the **FINANCE** section as restructured by Commissioner Wirzbicki.

- a. Sec. __.1 – *Annual Budget Preparation* – The consensus was to make the changes requested by Chairman O'Beirne that are detailed in the minutes of March 10, 2008.
- b. Sec. __.2 – *Budget estimates* – no changes
- c. Sec. __.2.1 – In the second sentence change "at least one hundred sixty seven (167) days before the end" to "on or before January 14th".

- d. Sec. __.2.2 – Change “prior to one hundred twenty two (122) days before the end” to “on or before February 28th”.
- e. Sec. __.2.3 – Change “prior to one hundred twenty two (122) days before the end” to “on or before February 28th”.
- f. Sec. __.3 – *Duties of the town manager on the budget* – no changes
- g. Sec. __.3.1 – *General* – Change “one hundred seven (107) days before the end” to “March 15th”.
- h. Sec. __.3.2 – *Budget* – no changes
- i. Sec. __.3.2.1 – *Message* – no changes
- j. Sec. __.3.2.2 – *Estimates* – no changes
- k. Sec. __.3.2.3 – *Itemized expenditures* – no changes
- l. Sec. __.3.2.4 – *Proposed capital projects* – Add sentence to the end of this paragraph as follows: “All proposed capital projects, regardless of the proposed method or source of funding, shall be included in the budget.”
- m. Sec. __.4 – *Duties of the town council on the budget* – no changes
- n. Sec. __.4.1 – *General*
 - 1. In the first sentence change “eighty five (85) days before the end” to “April 6th”.
 - 2. In the second sentence after “office of the town clerk” add the words “; shall cause a copy of said estimates to be made available for download via the internet;”.
 - 3. In the third sentence change “sixty three (63) days prior to the end” to “April 28th”.
- o. Sec. __.4.2 – *Tax rate* – no changes
- p. Sec. __.4.3 – *Annual budget meeting* –
 - 1. In the first sentence change “at least fifty eight (58) days before the end” to “on or before May 3rd”.
 - 2. In the second sentence change “thirty six (36) days before the close” to “May 25th”.
 - 3. In the second sentence change “twenty one (21) days before the end” to “June 9th”.
- q. Sec. __.4.4 – *Failure to adopt budget* –
 - 1. In the first sentence change “the sixty third day prior to the end” to “April 28th”.
 - 2. In the second sentence change “thirty six (36) days prior to the end” to “by May 25th”.
- r. Sec. __.4.5 – *Encumbered appropriations* – no changes
- s. Sec. __.5 – *Financial powers of the representative town meeting*
 - 1. In the first sentence change “two” to “ten” in three places.
 - 2. In the first sentence change “\$2,000.00” to “\$10,000.00” in three places.
 - 3. In the first sentence change “at a town meeting” to “by the RTM”.
 - 4. In the third sentence delete “of the town meeting”.
 - 5. Consult the town attorney regarding adding a sentence to the end of this paragraph that will state: “No capital project, regardless of the method or source of funding, shall be undertaken until it has been approved by a majority vote of the RTM.”
- t. Sec. __.6 – *Emergency appropriations*
 - 1. In the first sentence of the second paragraph change “five” to “ten”.
 - 2. In the first sentence of the second paragraph change “\$5,000.00” to “\$10,000.00”.

- u. Sec. __.7 – *Tax bills* – no changes
- v. Sec. __.8 – *Assessment and collection of taxes* – no changes
- w. Sec. __.9 – *Expenditures and accounting* – no changes
- x. Sec. __.9.1 – *General* – no changes
- y. Sec. __.9.2 – *Approval by director of finance* –
 - 1. In the first sentence change “him” to “the Director or the Director’s agent”.
 - 2. In the third sentence after “for other town officials or town” add the words “or Board of Education”.
- z. Sec. __.9.2.1 (new) – *Restrictions on purchasing* – Discussion ensued regarding the proposed new paragraph and whether this level of detail was needed in the Charter. By consensus, this item will be revisited at the next meeting.
- aa. Sec. __.9.2.2 (new) – *Contracts* – A motion was made by Commissioner Wirzbicki and seconded by Commissioner Moravsik to delete this proposed paragraph. The motion passed unanimously.
- bb. Sec. __.9.3 – *Method of making payments* – no changes
- cc. Sec. __.9.4 – *Council approval before exceeding budgetary item* – no changes
- dd. Sec. __.9.5 – *Council authority for transfer of funds* –
 - 1. In the second sentence change “No transfer shall be made from any appropriations for debt service and other statutory charges.” to “In no instance shall appropriations for debt service be transferred to other purposes.”
 - 2. In the third sentence change “two” to “five”.
 - 3. In the third sentence change “\$2,000.00” to “\$5,000.00”.
- ee. Sec. __.9.6 – *Supplemental appropriations* – no changes
- ff. Sec. __.9.7 – *Contingency account* –
 - 1. In the second sentence change “two” to “five”.
 - 2. In the second sentence change “\$2,000.00” to “\$5,000.00”.
- gg. Sec. __.9.8 – *Penalties for violations* – In the second sentence after “or employee of the town” add the words “or Board of Education”.
- hh. Sec. __.10 – *Contributions* – A motion was made by Secretary Dunbar-Rose and seconded by Commissioner Stebbins to replace this paragraph with the following verbiage: “The annual budget may include contributions to organizations or private corporations which provide services that benefit the town and/or its residents. Such organizations or private corporations shall properly account for the proposed spending of funds provided by the town.” The motion passed unanimously.
- ii. Sec. __.11 – *Annual audit* – no changes
- jj. Sec. __.12 – *Borrowing* – In the second sentence delete “on voting machines”.

Barbara Tarbox will send out the Charter with the current changes incorporated via email to the Commissioners.

7. NEW BUSINESS
None

At the next meeting, the commission will continue with Sec. 8.9.2.1 of the **FINANCE** section, the **ANNUAL BUDGET PROCESS** section, and then move on to the **REFERENDUM** section.

8. ADJOURNMENT
By consensus the meeting adjourned at 8:17 p.m.

Shirley Dunbar-Rose
Secretary
Approved April 14, 2008